


Ref #:	
 <b>Government of Trinidad and Tobago</b> <u><b>JOB DESCRIPTION</b></u> <b>CONTRACTUAL POSITION</b>	
<b>JOB TITLE: PHOTOGRAPHER</b>	
<b>JOB SUMMARY:</b>	
The incumbent is required to provide photography services for the Ministry/Department/Agency. Duties include using various photographic equipment and software to capture high-quality photographs that document government operations, events, and initiatives.	
<b>REPORTS TO:</b>	Head –Communications or designated officer
<b>SUPERVISION GIVEN TO:</b>	N/A
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>▪ Provides photography services for the Ministry/Department/Agency's events and initiatives.</li> <li>▪ Takes pictures of subjects using cameras and oversees the editing and processing of images in digital or print format.</li> <li>▪ Takes professional headshots.</li> <li>▪ Archives photographic images and maintains database.</li> <li>▪ Manages photography sessions.</li> <li>▪ Uses and maintains modern and traditional technical equipment (cameras, lenses etc.)</li> <li>▪ Assembles and sets up a range of technical tools and equipment used in photography, such as cameras, lenses, camera stands, lighting equipment, and backdrops.</li> <li>▪ Works collaboratively with multimedia professionals to produce a combination of photos, videos, and sounds.</li> <li>▪ Maintains up-to-date knowledge of recent digital and film photography techniques and adjusts accordingly to industry changes.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Sound understanding of photography best practices and procedures.</li> <li>▪ Knowledge of photo editing software, for example, Photoshop, Capture One or other photography-specific software.</li> <li>▪ Knowledge of the production process for online publishing and various printing applications.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Proficiency with the use of camera equipment.</li> <li>▪ Photography etiquette for corporate-style events.</li> </ul>
<p><b>SKILLS AND ABILITIES:</b></p>	<ul style="list-style-type: none"> <li>▪ Proven professional shooting experience.</li> <li>▪ Proficiency with traditional and modern equipment.</li> <li>▪ shooting, lighting, and printing skills.</li> <li>▪ Competency in applying photographic best practices and techniques.</li> <li>▪ Photojournalistic approach to taking images.</li> <li>▪ Ability to take candid shots.</li> <li>▪ Ability to juggle multiple tasks.</li> <li>▪ Ability to produce excellent quality images in any environment.</li> <li>▪ Ability to use different types of photography lenses.</li> <li>▪ Ability to take professional headshots.</li> <li>▪ Ability to work with other professionals in related fields.</li> <li>▪ Ability to work flexible hours to accommodate client schedules.</li> <li>▪ Strong interpersonal and communication skills.</li> </ul>
<p><b>MINIMUM EXPERIENCE AND TRAINING:</b></p>	
<ul style="list-style-type: none"> <li>▪ Minimum of 3-5 years' experience in providing photography services for corporate events.</li> <li>▪ 5 CSEC O'Level passes.</li> <li>▪ Technical Vocational Training in Photography as evidenced by a Certificate from a recognized Institute.</li> <li>▪ Any suitable combination of experience and training</li> </ul>	